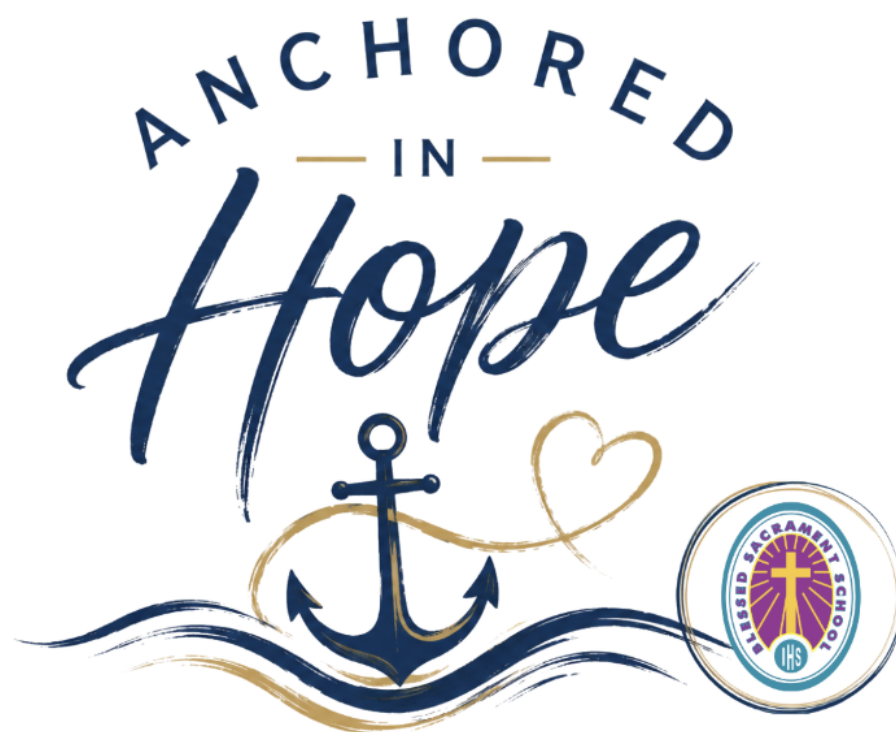


Blessed Sacrament Catholic School



Handbook
2026-2027

Principal: Mrs. Becca Moore

Pastor: Rev. Rodelio Ignacio

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To the extent the policies of this handbook conflict with any provision of the Pastoral Directives or the Diocesan Policy for Catholic schools, the specific provision of the Pastoral Directives or the Diocesan Policy for Catholic schools shall supersede unless express reference is made as an exception to the Pastoral Directives.

VISION

To inspire the students of the future by merging the academic mind and compassionate heart, creating life-long learners.

MISSION STATEMENT

Blessed Sacrament Catholic School cultivates a solid Catholic education that empowers children to learn and grow from our Blessed Beginnings to their greatest aspirations.

PHILOSOPHY

Blessed Sacrament Catholic School, in partnership with Blessed Sacrament Parish, is committed to the mission of the Catholic Church and the development of each student. We provide a loving community atmosphere encouraging each child's continuing growth. Using Jesus Christ as our role model, we prepare our students to integrate Catholic values throughout their lives.

HISTORY OF BLESSED SACRAMENT CATHOLIC SCHOOL

Blessed Sacrament Catholic School began in the fall of 1986 with two Dominican sisters, Barbara Stanek and Sharon Carroll, teaching Kindergarten and First Grade classes in the parish hall. The following year, Pre-Kindergarten and Second Grade classes were added.

Groundbreaking for the school was in June, 1987. The new educational center, with four classrooms and a main office, was dedicated in September 1988. In 1990, Phase II was completed, adding Pre-Kindergarten and Kindergarten classrooms to the main building. Phase III began in 1991 and completed the main school with ten classrooms.

A grade was added each year until it reached capacity, with the first class graduating in 1994. The final Phase IV was started in 1995 and included a gym, kitchen, Extended Day Care Center, and Library/Media Center. This addition was dedicated in April 1996. In the fall of 1997, 4 classrooms were leased to begin St. John the Baptist School until their building was completed in Draper.

The Learning Resource Center was completed as an addition to the library in January 1999, supporting remedial, accelerated, and technology-oriented curriculum. The L.R.C. was funded by Larry and Diane Cochran.

In 2009, our Center for Science and the Arts was completed. The ALSAM Foundation's generosity made this monumental accomplishment possible. We are grateful to Aileen and Sam Skaggs for sharing our vision and making this dream a reality for our students. The E.L. Wiegand Foundation of Reno awarded Blessed Sacrament the additional funds needed to complete the interior of this addition.

Sr. Catherine Kamphaus, a Sister of the Holy Cross, became principal in 1995. She left Blessed Sacrament Catholic School in 1998 to become the Superintendent of Catholic Schools in the Diocese of Salt Lake. Mr. Jim Markosian became Principal in July 1998. Mrs. Judy Julian became Principal in June 2003. In July of 2010, Mr. Matthew DeVoll was appointed Principal. In July of 2013, Mr. Bryan Penn was appointed Principal, and in 2026, Mrs. Becca Moore was appointed Principal. Blessed Sacrament Catholic School has an active Advisory Council and Home and School Association.

Blessed Sacrament Catholic School is fully accredited with the State of Utah and the Western Catholic Education Association.

Community of Caring

Blessed Sacrament Catholic School is a Community of Caring. Our core values are caring, respect, responsibility, trust, and family. We instill these values through our monthly integration of a virtue, an action, and a Saint. Please refer to the Blessed Sacrament Catholic School website, utbscs.org, for more detailed information.

SCHOOL-WIDE LEARNING EXPECTATIONS (SLE)

Blessed Sacrament Catholic School Students are people of faith who:

- Demonstrate an attitude of respect toward themselves, others, and the environment
- Practice knowledge and understanding of Catholic teachings and values
- Work toward peace and justice through kindness and service
- Pray daily and take an active part in liturgical services

Blessed Sacrament Catholic School Students are effective communicators who:

- Listen and respond actively and respectfully
- Speak and write effectively
- Work cooperatively and productively with others

Blessed Sacrament Catholic School Students are critical thinkers who:

- Utilize critical thinking skills through observation, discovery, and inquiry
- Apply curriculum skills to real-life situations
- Demonstrate strong, independent study habits

Blessed Sacrament Catholic School Students are responsible Christians who:

- Respond to the needs of those less fortunate
- Demonstrate Community of Caring Values through: Caring, Respect, Responsibility, Trust, and Family
- Actively care for the environment

TEACHER Expectations:

- Prepare meaningful lessons
- Establish clear classroom expectations and rules
- Maintain a neat and orderly classroom
- Reply to parent communications in a timely fashion
- Provide organization for long-term projects
- Follow stated homework policy

Family Expectations

- If Catholic, attend Mass with their children on weekends
- Bring students to school on time
- Ensure that students come in proper uniform
- Show an active interest in their students' work and insist that they always do their best
- Help students maintain a healthy balance of outside activities, ensuring that school is a priority
- Direct any concerns to the specific teacher
- Help students direct concerns to a teacher
- Model positive relationships

NON-DISCRIMINATION AND COMPLIANCE

Blessed Sacrament Catholic School of the Diocese of Salt Lake City, under the jurisdiction of the Roman Catholic Bishop, the Superintendent, and the Diocesan School's Commission, attests that it does not discriminate in admitting students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at Blessed Sacrament Catholic School.

Programs and Activities

Blessed Sacrament Catholic School does not discriminate based on race, color, sex, nationality, religion, or ethnic origin in the administration of the educational policies, scholarship and loan programs, athletic and extracurricular activities, or in other school-administered programs in employment or promotion practices.

CATHOLIC SCHOOL SYSTEM

The Catholic Schools in the Diocese of Salt Lake City are part of the educational ministry of the Bishop of the diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the bishop of the diocese and the Catholic school superintendent on all matters concerning Catholic Schools.

CATHOLIC SCHOOL LEADERSHIP

The principal in the Catholic schools of the diocese serves as a spiritual, educational, and managerial leader, responsible for Catholic identity, academic excellence, and building a faith/learning community. In this role, the principal articulates the school's vision and goals, giving witness to the values that make the vision a lived reality in the school and parish community.

At the elementary/middle school level, the parish pastor and the school principal share the important ministry of pastoral leadership in the Catholic school. In collaboration with the principal of elementary/middle schools, the pastor provides pastoral care for the faculty, staff, and students.

PARENT INVOLVEMENT

Home and School Association (H.S.A.)

Blessed Sacrament Catholic School has a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Educational Association. (NCEA)

The primary purpose of a parent organization is to support the school's mission. This is done primarily by:

- Volunteering to help in school programs and activities and supporting all volunteer efforts needed in the school.
- Organizing and supporting fundraising efforts to financially support the school and its programs.
- Supporting the school by giving positive feedback to the outside public and other adults/parents of Blessed Sacrament Catholic School or any other school.

The Blessed Sacrament Catholic School parent organization is called H.S.A. (Home and School Association); it raises funds throughout the school year to help meet the school's needs.

This organization also encourages parent volunteers by sponsoring the Volunteer Program. The school depends on parent volunteers to help provide the quality programs we offer at Blessed Sacrament Catholic School.

Parent Volunteer Program

Every family, from Preschool through 8th grade, is required to give some form of service or additional financial donation to the school. Service can be during school time or outside. It includes fundraisers and the educational program.

- Preschool and PreK parents are required to complete ten (10) hours of general service, one (1) of which needs to go to HSA Fundraisers. Volunteers are expected to keep information about the children they work with confidential.
- K through 8th are asked to do twenty-four (24) hours of general service per family, two (2) of which are required for HSA Fundraisers, and four (4) hours of lunchroom and playground duty.
 - If services are not completed (all grade levels), then \$15.00 per outstanding hour will be added to your final tuition bill.

Little Blessings Extended Day Program (EDP) may be used by siblings of Blessed Sacrament Catholic School students when the parent volunteers at school. Parents will be charged at the same hourly rate as enrolled students.

These children must register at the Little Blessings Extended Day Program, and parents must sign in and out of Little Blessings EDP, indicating the grade or activity for which they are volunteering. Any child left at Little Blessings EDP must be toilet trained and over 36 months old. This program depends on staffing, the number of students in Little Blessings EDP, and parents using this service responsibly. Please refer to the Little Blessings Extended Day Program Handbook.

School Advisory Council

The Blessed Sacrament Catholic School Advisory Council exists to give ongoing support and assistance to the pastor and principal in promoting Catholic identity and assuring ongoing excellence in education at Blessed Sacrament Catholic School.

The Blessed Sacrament Catholic School Advisory Council is a consultative body established by the pastor to assist in the governance of the parish school. Members cannot act apart from the pastor and principal, and cannot make decisions binding on the parish school without the approval of the pastor and principal.

ADMISSION

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can benefit from the school program offered. Appropriate inclusion recognizes and affirms students' unique and varied learning styles.

- We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child.
- To the extent possible, the Catholic schools will serve children with special needs in general education classes.
 - Neither race, sex, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are to be accepted on a space-available basis.

The school administration is responsible for admitting new students.

Admission Policy

Our program is not able to accommodate students with severe learning, emotional, physical, and/or behavioral disabilities.

Records must show evidence of satisfactory conduct and effort. All students new to Blessed Sacrament Catholic School will have their progress monitored closely through a 15-school-day probationary period. Each new student will be evaluated academically, socially, and behaviorally to ensure that Blessed Sacrament Catholic School can reasonably meet their needs.

New Students

- New students will be admitted to Blessed Sacrament Catholic School only with a parental interview and a 15-school-day probationary period.
- Applications for admission to Blessed Sacrament Catholic School open in September.
- New student assessments will occur in the second semester.

Children will be admitted in the following priority, as space is available:

- Siblings of current students
- Active parishioners of Blessed Sacrament Parish
- Other Catholic parishes
- Non-Catholic families

Acceptance of Preschool/Pre-Kindergarten students into the K-8 school program is at the principal's discretion.

Parishioner

To qualify as a parishioner, parents and their child must be:

- registered in the parish
- baptized in the Catholic faith
- attend Mass regularly
- support the parish

Proof of legal name, age, and custody

Before any child is admitted to a school, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian must sign the child's application for admission to the school.

In case of divorce: records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional supporting legal documents will be required.

Name of student

Upon admission to a school, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc.

Children entering PreK and K must be 4 and 5 years old, respectively, on or before September 1st of the year they are entering school.

A student entering first grade should be six years of age on or before September 1st of that year. An exception may be made if a student transfers from another state or country with a different age requirement.

All students must provide:

- Birth certificate
- Catholic baptismal certificate
- Three years of grade history (report cards) if applicable
- Proof of all necessary Immunizations

Blessed Sacrament Catholic School shall comply with the current requirements for immunization and health assessment as established by state and local health authorities.

A physical exam is also required for entrance into Kindergarten. An exam is recommended for 3rd- and 7th-grade students. A physical exam is required for any new student to Blessed Sacrament Catholic School.

Academic Placement and Mission Alignment

Blessed Sacrament Catholic School requires an entrance assessment prior to admission. The goal is to ensure that every student placed in our classrooms is set up for success. If the administration determines that a student will require specialized support beyond what the current programs can effectively provide, the administration will work collaboratively with the family to recommend an alternative placement that better serves the student's academic and developmental needs. We will also provide

resources for other supports. Every student deserves an environment where they can thrive, and Blessed Sacrament Catholic School recognizes that our programs may not offer everything every individual student needs.

Inclusive Community and Accommodations

In adherence to Catholic Social Teaching, Blessed Sacrament Catholic School honors the inherent dignity of every person. We are committed to providing reasonable accommodations to students with disabilities in agreement with the Americans with Disabilities Act (ADA) and applicable state laws. Blessed Sacrament is a parochial school and does not receive special education funding; therefore, we strive to support diverse learners to the best of our ability within the limitations of our staffing and programming. The school collaborates with the family to determine whether a student's accommodation needs can be met while ensuring the school's mission.

ATTENDANCE

Absence / Tardy Policy

Regular attendance teaches responsibility to the children. Utah state law mandates regular school attendance. Blessed Sacrament Catholic School recognizes that daily school attendance is a vital aspect of each student's educational process.

Regular school attendance contributes to the development of responsibility, discipline, and good work habits, and fosters high academic achievement, as included in our school's Mission Statement. Parents play an important role in ensuring their children attend school regularly and arrive on time.

A parent/guardian is required to do two things if a student is absent or is tardy:

- Call the school's attendance line, 801-572-0251, by 8:00 AM explaining your child's absence/tardy.
- Students must attend class to be admitted to Little Blessing EDP. If a student is absent from class, they will not be admitted to EDP.

You must notify the attendance line of any absence even if you have already advised your child's teacher in advance.

If a student is absent without a valid excuse note, or the parent fails to notify the school of the student's absence, the absence(s) shall be considered unexcused. Credit will be decided on a case-by-case basis.

ABSENCES

Excused:

Personal illness, severe illness in the family, death in the family, medical, dental,

optometry appointments, or similar situations in which the student can't be in school.

Unexcused:

Vacations and any other reason not listed above.

- An absence on the day before or the day after a vacation period/school holiday may require a doctor's note to be considered excused.
- Make-up work/homework for students with an excused absence will be given to students upon their return to school. Students are responsible for completing assignments.
- Teachers should not be asked during the school day to provide work that is missed that day due to a student's illness.
- Teachers will NOT give work before a vacation.

KEEP YOUR CHILD HOME FROM SCHOOL WHEN:

- Fever of 100 degrees or more- child needs to be **FEVER FREE for 24** hours before returning to school
- Whenever vomiting and/or diarrhea are present, vomiting/diarrhea need to have CEASED for 24 hours before returning to school
- Child is diagnosed with a contagious/communicable disease; doctor's disease note is required before being readmitted to school
- If your child is sick and needs to go home, ***please*** make every effort to pick up your child within **15-20 minutes**
- **If a student is too sick to come to school on a given day, they may not participate in sports or other extracurricular activities that day/evening or use Little Blessings after-school care.**
- If the school suspects a contagious condition, school personnel will examine and isolate the student. Blessed Sacrament Catholic School will contact parents immediately.
- Do not send your children to school when they are sick. Besides protecting other children from infection, we do not have facilities to care for sick children. They will be sent home. If both parents work, you will need to arrange for someone to pick up the sick child. We will not send a sick child home alone.
- When your child returns to school, they are not to remain in the building during recess. **If you feel your child should not go out for these breaks, the child should stay home one more day so that, upon returning to school, the child can participate fully in all school activities.**

Medical/Dental Appointments

Arrange appointments with doctors after school hours or during school holidays whenever possible. Appointments made during school hours are considered excused absences provided a physician's verification is given to the school office upon return from the appointment. If no physician's note is submitted, the absence will be treated as an unexcused absence.

If the appointment is scheduled during school hours, please notify the teacher in advance. This will enable the teacher to plan for your child's absence, so that their departure is not disruptive to the class.

- If a child arrives at school after 8:45 am or leaves before 2:15 pm, they will be considered a ½-day absence.

Parents are to come to the office to release and sign out the student. The student must come to the office upon their return to be readmitted to class.

Vacations

Please note that family vacations scheduled outside of regular school vacations are considered unexcused absences and are discouraged. When unexcused absences occur, students are put at a disadvantage because there is a gap in the learning process.

No work will be given in advance of a vacation. Upon the student's return, his/her parents are responsible for helping the student complete the missed work within one week. If parents/guardians will be out of town for an extended period, notify the school office and provide names and phone numbers for emergency contacts.

Tardies

- Parents are responsible for having their child at school on time each day.
- Students can be dropped off at school starting at 7:45 AM.
- Our school doors open promptly at 7:50 AM.
- If your child is not in his/her classroom by 8:00 AM, when the second bell rings, he/she will be marked tardy.
- If your child is tardy, the child and an adult are to report directly to the office to record the tardiness in our records. The child will then be issued a Tardy Slip to enter his/her class.
- **After 3 tardies** per quarter, the following action will take place:
 - The administration will have a phone conversation with the family to discuss an action plan to prevent future tardies.
- **At 5 UNEXCUSED** tardies, the family will meet with the administration.

INSUFFICIENT ATTENDANCE

After **5 absences** (excused or unexcused), the administration will contact the student's parent/guardian to discuss absences. Students with 7 absences (excused or unexcused) will meet with the teacher and the administration.

Students with **8 or more** absences (excused or unexcused) in a given quarter will receive an **IA** (*insufficient attendance*) for each subject, reflecting insufficient attendance for the quarter. Insufficient attendance impacts a student's ability to be promoted at Blessed Sacrament Catholic School.

If a student is absent **20 or more** days in a year, he/she may be recommended for retention.

At Blessed Sacrament Catholic School, we are dedicated to helping your child build the skills they need to thrive. Elementary and middle school are critical years for laying a strong foundation—one that allows all future academic learning to flourish. Because every day of learning matters, consistent attendance helps ensure that foundation stays strong.

COMMUNICATION

Parents are expected to follow procedures when questions or concerns prompt them to investigate a school-oriented incident.

- LISTEN to what the student has to say, but remember that you are hearing only one side of the story.
- DISCUSS the situation honestly with the teacher.
- CONTACT the Administration when the situation requires more extensive decision-making.

Parents must contact the right person in the line of authority and go to a higher authority only when all else fails.

The line of authority is:

Teacher → Principal → Pastor → Superintendent

Communication between Parents and the school

Parents should contact teachers by using voicemail, email, personal note, or conferences when necessary.

The school communicates:

- Weekly School Newsletter
 - Will be archived in FACTS SIS™.

- Emailed on Friday to each family.
- Please read the parent newsletter to stay informed.
- The parent newsletter provides important information such as extracurricular activity sign-up forms and other pertinent information regarding Blessed Sacrament Catholic School.
 - Social Media
 - Remember to Friend our Facebook page and follow us on Instagram

Blessed Sacrament Catholic School adheres to the Diocese of Salt Lake City's Policy maintaining that the use of technology /social media shall not harm the goodwill and reputation of the School, Parish, Diocese, or any members of the community.

Visiting the School

Parent Visitors

- Parent Visitors to the school are welcome. When visiting, parents may not disturb students or the class schedule by talking with the teacher or students during instruction time.
- Parents can schedule meetings with teachers by contacting the teacher directly.
- All visitors to the school must sign in at the office and receive a volunteer/visitors badge.

RELEASE OF DATA

Release of Parent/Student Directory Information

Before distributing student directories, parents/guardians must provide written/online permission to publish this information by completing the Student Directory Release form. The Parent/Student Directory is provided online through your FACTS Family Portal. This is the property of Blessed Sacrament Catholic School; the information may be used for school purposes only and not for solicitation. Names, addresses, and email addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Pictures of Students and Release of Information to the Media

The School and Diocese will, from time to time, use student/students' pictures for promotional purposes. Photos may be used for brochures and/or our website. At the time of admission and/or re-enrollment, parents may designate a preference for or against the use of images of their child. Parents may also indicate this preference to the school in writing at any time.

Subpoena of Records

When a subpoena requesting records or testimony is served, the principal will notify the Catholic Schools Office immediately and proceed according to instructions. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be allowed to obtain information from teachers

Parent/Teacher Conferences - Required for Parents

Parent/Teacher Conferences are held for parents during the first and third quarters. Both Parent/Teacher Conferences are mandatory meetings for at least one parent or guardian to attend.

Back-To-School Night – Required for Parents

All parents must attend Back-To-School Night. The Administration and teachers will explain policies and expectations. This is for parents only; no childcare will be provided.

INSTRUCTIONAL PROGRAM

School Schedule

- Children should be picked up promptly at dismissal. All students who are still on campus **5 minutes after school is dismissed (3:05 or 12:20) will be sent to Little Blessings EDP**. This is for the safety and welfare of our students. Parents will be charged accordingly.
- Only students enrolled at Little Blessings Extended Day Program should arrive before 7:50 a.m., and they should report to Little Blessings EDP immediately.
- Blessed Sacrament Catholic School assumes no responsibility for students on the grounds before 7:50 a.m. or after 3:05 p.m. unless there is an after-school activity.

Religion

All students participate in a daily religion program. Religious values and teachings are integrated into the curriculum.

Grades Kindergarten through 8th attend weekly Mass. Holy Days of Obligation and other Liturgical services are also celebrated. Preschool and Pre-Kindergarten will attend Mass once per month. Students are prepared for the reception of the Sacraments of Reconciliation and Eucharist in their classrooms, and Confirmation by their parish.

Homework

The following is a general guide for homework that may be assigned each day

- PreK-K 0-20 min/day
- 1st-3rd 20-40 min/day

- 4th-5th 45-60 min/day
- 6th-8th 60-90 min/day

Field Trips

- Signed and dated release forms from parents are required, and no substitute forms will be accepted.
- Permission given over the phone will not be accepted.
- Bus transportation will be taken, if possible, with adequate adult supervision and controlled expenditures. All children will ride the bus to and from the field trip to Blessed Sacrament Catholic School.
- Field Trips are part of the curriculum and are mandatory. They are not optional unless a unique or special circumstance exists. In this case, the teacher and/or principal must give prior permission, and parents must be notified. In this case, the student must attend school, and the student will receive schoolwork.
- Drivers of private vehicles, if used, must be over 21 years old and show proof of a valid Utah driver's license and appropriate automobile insurance. Vehicles must have functioning seat belts, and each passenger must use them.

Non-Core Subjects and Enrichment

The following classes are offered for Kindergarten through 8th grade:

- Foreign language
- Music
- Art
- Physical Education
- Library

Internet Access Policy For All Devices

The Internet is an incredible tool that connects our students and staff to global information and learning resources. While we recognize that online environments can contain inappropriate content, we are committed to guiding our students in developing digital citizenship. We believe our students can—and must—learn to navigate the digital world safely, responsibly, and ethically.

Cell Phone & Smartwatch Policy PreK – 5:

- No cell phones or smartwatches are allowed in school for these grades. This includes watches such as the Gabb watch.
 - Middle School and Little Blessings Cell Phone & Smartwatch Policy
- Typically, cell phones and smartwatches are not allowed, but the Administration

and Middle School teachers will allow cell phones under the following conditions only:

- Special considerations will be made for cell phone use at the teacher's discretion or involving extenuating circumstances after school.
- If a student is caught using a cell phone without permission, they will receive a verbal warning, the phone will be taken away, and it will be given to the student's parent(s)/guardian(s).
- Future violations will result in additional consequences.

Report Cards

Report cards are issued four times a year for grades PreK-8.

DIOCESAN CATHOLIC SCHOOLS Report Card/Grading System

PreK and Kindergarten:

- M = Met
- I = Improvement shown
- N = Needs additional work
- X = Not introduced

1st – 3rd grades:

- O = Outstanding (O = A: 92-100%)
- S = Satisfactory
- (S+ = B: 83-91%, S = C: 71-82%, S- = D: 65-70%)
- N = Needs improvement (N = F below 65%)
- A "+" or a "-" may be added to the grade to further clarify the progress of a student.

4th – 8th Grade

- A = 95-100
- A- = 92-94
- B+ = 89-91
- B = 86-88
- B- = 83-85
- C+ = 79-82
- C = 75-78
- C- = 71-74
- D+ = 69-70

- D = 67-68
- D- = 65-66
- F = **Below 65 = Fail**

PreK – 8th Grade

- IA Insufficient Attendance
- INC Incomplete

Honor Roll

The Honor Roll is based on a 3.7 GPA in all subjects and conduct, using the previously stated scale, for middle school students. No student with a “D+” or below in any subject, including P.E., Art, Foreign Language, Music, or conduct, will qualify for the Honor Roll, regardless of overall GPA.

Honorable Mention Student Recognition

Honorable Mention recognizes Middle School students with a GPA of 3.2 – 3.69. Conduct and grade requirements are the same as for Honor Roll.

CONTINUANCE POLICY

For a student to continue in attendance at Blessed Sacrament Catholic School, he/she must:

- Follow behavior standards.
- Maintain regular attendance.
- Reflect effort and motivation suitable to the student’s capability.
- Reflect maturity in social behavior appropriate to age level.

Promotion and Retention

Primary Grades PreK-3

Since primary grade children do not achieve educational skills at the same chronological age, standards for continuance are based on level of readiness and maturity.

To pass to the next grade, a primary student should:

- Be able to focus attention on lessons and work;
- Be able to function cooperatively in class;
- Show responsibility in completing work and caring for materials;
- Demonstrate skills in content subjects that are appropriate for the grade level and ability of students.

If a student is not succeeding as expected, a conference will be held with parents, the teacher, and the administration to discuss possible retention.

Intermediate Grades 4-5 and Middle School Grades 6-8

All students in grades 4-5 must earn 40 points each year in the 7 basic subject areas to be eligible for promotion. The 7 subject areas include Religion, Math, Reading, Language Arts, Spelling, Social Studies, and Science.

In Middle School, students must earn 40 points each year in 6 basic subjects. The 6 subject areas include Religion, Math, English, Literature, Social Studies, and Science. Spelling is included in their English grade.

Points are assigned as follows:

A=4 B=3 C=2 D=1

Students should attain at least 10 points per quarter, but must attain 40 points per year to pass to the next grade. Failure to achieve 40 points may result in retention. A mid-year conference will be held with parents, the teacher, and the student if the grades show signs of potential retention.

Students are also expected to make satisfactory progress in Fine Arts, P.E., Foreign Language, and Citizenship.

Retention

The Administration will make the final decision on whether retention is in the student's best interest. The Principal will consult with teachers and staff as necessary in deciding to retain. Parents will be kept informed of their child's progress and the possibility of retention as soon as it appears the child is not succeeding at their grade level.

Graduation

Students who complete the prescribed course of study as required by the Diocese and the State of Utah, and meet the other general requirements of Blessed Sacrament Catholic School, will participate in the ceremony unless excused by the Principal.

Only for the most serious reasons may a student be excluded from graduation ceremonies. The Principal may decide after consultation with the Pastor. The diploma may be held until all tuition, fees, and book fines are paid or all academic requirements are met.

STUDENT CUMULATIVE RECORDS

The school keeps full and accurate cumulative records of each student's attendance and academic progress on file permanently. Only authorized personnel may have access to these records.

Access to Records

Parent(s) and/or guardian(s) wishing to see their children's cumulative records should request an appointment. Such an arrangement ensures that a qualified person will be available to answer questions and interpret the recorded data. Each school shall adopt

procedures for the granting of requests by parent(s) and/or guardian(s) to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of the request.

Non-Custodial Parents

Each school abides by the provisions of the Buckley Amendment and Utah law to the extent they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the student's academic records and other school-related information. If a court order specifies that no information is to be given, the custodial parent is responsible for providing the school with an official copy of the court order. This is kept in the cumulative record.

Privacy of Student Records

Apart from the above provision, the school shall not give any personal information to any person unless the person is one of the following:

Parent and/or guardian

- Parent and/or guardian of an 18-year-old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
- Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent
- Diocesan school officials and school administration
- Federal, state, and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

A record must be kept showing who has accessed the individual student file other than the teacher and administration. Each school shall determine the procedure for this information.

Transfer of Records

When a pupil transfers from one school to another, the school issues a student withdrawal slip. The school from which the student transfers keeps the permanent record and sends the following to the new school and gives a copy to parent(s) and/or guardian(s) if requested:

- Original health records
- Copy of transcript of grades
- A copy of the test results
- Attendance records

The student's permanent record must contain the date and reason for the transfer. The school must also record the transfer date in its attendance register.

A reasonable charge may be made for a transcript, not to exceed the actual cost of furnishing copies of pupil records.

Confidential reports from an agency or professional individual, such as a resource teacher or psychologist, should be filed separately from the cumulative records. These reports may not be transferred with other student records without the written permission of the parent(s) or guardian(s) and, in the case of an outside agency, of the responsible agency. (Example: IEP, psychological test data)

No school may withhold records for lack of tuition payments.

SCHOOL RULES

All school rules also apply to the Little Blessings Extended Day Program (EDP).

Uniform and Dress Code

All uniform clothing items must be purchased through the TOMMY HILFINGER Uniforms store.

Global Schoolwear Link

Parents are responsible for seeing that their children are dressed appropriately. All clothing will be clean and in good repair. Exceptions to the uniform must have the Administration's approval. If a child is out of uniform, a written excuse from the parent is required.

Three-Year-Old Preschool

- Uniform T-shirt (1 with enrollment, \$15 per extra.)
- Accommodating playwear with an elastic waistband on bottoms. (biker shorts under skirts & dresses)
- Seasonally appropriate (shorts only in 1st and 4th quarters)
- Closed-toe shoes with Velcro-type closure, any color, but see the shoe guideline for more details—no lights, sounds, etc.



BOYS	Must Have	May Have
Standard Uniform	• Navy pants or shorts (shorts may be worn 1st and 4th quarters) • Red, White, or Navy Polo • Dress or athletic shoes with non-marking soles ◦ Shoe colors: red, white, navy, black, brown, or gray ◦ Athletic shoes must be worn in PE ◦ Heels may not exceed 1 inch • Socks: plain, solid in the following colors: red, white, navy, black, brown, or gray. • Mass/Formal Uniform: pants only, School Logo Sweater or Vest • Belts for 1st-8th grade	• Blue or red zip-up sweatshirts • Crewneck sweatshirt
GIRLS	Must Have	May Have
	• Navy pants, skort, or shorts (shorts may be worn 1st and 4th quarters) • Plaid Jumper or plaid skirt ◦ Navy or black bike shorts must be worn underneath • Peter Pan collar shirt (under jumper) • Red, White, or Navy Polo • Dress or athletic shoes with non-marking soles ◦ Shoe colors: red, white, navy, black, brown, or gray ◦ Athletic shoes must be worn in PE ◦ Heels may not exceed 1 inch • Socks or tights: plain, solid in the following colors: red, white, navy, black, or gray. • Leggings must be fitted, red, white, navy, black, or gray with matching socks • Mass/Formal Uniform: School Logo Sweater or Vest, plaid skirt or plaid jumper preferred (not required) • Belts for 1st-8th grade	• Blue or red zip-up sweatshirts • Crewneck sweatshirt

Pre-K -8th Grade

Formal



Regular

Formal



Regular

ADDITIONAL REQUIREMENTS

Uniform	- Shirts must be tucked in - Shirts must be worn under sweatshirts, with collar showing - Undershirts must be white - No long-sleeve undershirts with short-sleeve uniform shirts - No coats or non-BSCS sweatshirts worn inside the classroom - Clothing must fit the student; no oversized uniforms - Skirts, shorts, and jumpers must be 2" above the knee or longer, worn at the waistline - No low-rise or hip-hugger styles allowed - No sweatshirts tied around the waist
Hair	- Hair must be clean, neat, and away from the face - No "extreme" styles, i.e., designs shaved in the head - Hair must be the student's natural hair color. No highlighting or altering treatments are allowed. - Girls' hair accessories must be simple and non-distracting in the colors of red, white, navy, black, brown, or gray - Bows must be 4" or smaller

Jewelry	- Girls may wear small post earrings. Boys may not wear earrings. - No rings or bracelets. - Necklaces & bracelets MUST be a religious symbol - No smartwatches; analog only - Medical jewelry is acceptable with a necessary diagnosis
Hats	- No hats inside the building - Hats can be worn outside for cold temperatures or sun protection
Make-up	- No Make-up in Preschool-5th grade - Light make-up allowed for 6th-8th grade girls - Nails - Kept at modest length - Preschool-5th grade girls: clear nail polish only - Middle school girls can wear any color of nail polish on the natural nail. NO Gel Or False nails of any kind
PE	- All students MUST wear non-marking athletic shoes - Grades 5th-8th wear a PE uniform
Winter	- Boots can be worn outside - Hats, coats, and gloves are needed - Snow pants and boots are required to play in the snow - Students are not permitted to stay inside for recess due to illness or lack of proper winter clothing

Acceptable shoes



Non-Uniform Dress	• All clothing must be clean and in good condition. • Tops must have sleeves and go below the waist. No low “scoop-neck” shirts, tight shirts, or belly shirts may be worn. • Shorts must follow the length policy of the official uniform and be worn only in Q1 and Q4. • No offensive language on clothing is allowed, including alcohol and tobacco graphics • Regular hair, make-up, and jewelry policies apply • No colors, styles, or suggestions of gang-related clothing may be worn. • No oversized clothing may be worn. • Pants must be worn at the waistline. • No flip-flops, sandals, or croc-type shoes for safety reasons. • No light-up shoes or shoes with wheels • Tights are not pants. • No leggings or bike shorts as bottoms. • No costumes. ***Parents will be expected to bring alternative clothing if the non-uniform dress does not meet expectations
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The Administration has the discretion and final decision regarding the interpretation of the uniform policy.

The Teachers and Administration will enforce the dress code, issuing an Out-of-Uniform Notice if necessary. If a student receives 2 notices in one month, they will be excluded from the Earned Non-Uniform Day.

SAFE ENVIRONMENT

Code of Conduct for Minors

The Catholic Diocese of Salt Lake City is committed to protecting children and young people and establishing a safe environment in which they may learn and grow into responsible Christian adults. This Code of Conduct promotes responsible behavior and Christian Values that create an orderly, nurturing, and safe environment.

Rights and Responsibilities: Rights are those things we are entitled to have. Responsibilities are the actions that are expected as a result of those rights.

Children and young people have the right to:

- a safe environment
- receive the best formation program to meet their needs

- feel secure from physical, verbal, and written harassment
- be treated in a fair, consistent, and respectful manner
- receive instruction and assistance for social, emotional, and academic concerns
- a clean and pleasant environment

Children and young people have a responsibility to: share experiences in safe and pleasant surroundings, attendance that is regular and punctual, act safely in everyone's interest, accept responsibility for their actions, practice good health habits, be honest and polite, not interfere with the leader's facilitation, and the experience of others, show respect for the rights, feelings and property of others, seek help for social, emotional and academic concerns, adhere to rules during any related activities.

- work through a decision-making process with staff to explore alternative behaviors that are acceptable and more appropriate
- respect ethnic, racial, religious, gender, intellectual, and physical diversities of all people
- report any inappropriate behavior discreetly to a responsible adult

Behavioral Expectations

Reverence, Respect, Responsibility- All behavior should be guided by reverence for life, respect for self, others, and property, and taking responsibility for one's actions. Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect, and cooperation, and provide a safe, positive, and well-ordered environment.

The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:

- Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
- Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
- Being dishonest (lying, cheating, etc.)

In addition to the Code of Conduct for Minors, the Diocese has a published Child Abuse

Policy which is available in the Principal's office or on the Diocesan Website: dioslc.org. A copy may be requested from the principal.

HARASSMENT BY STUDENTS

The Catholic schools of the Diocese of Salt Lake City recognize that harassment of any kind negatively affects school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe around school.

Because of the Christian climate and Catholic culture in the schools, harassment of any kind will not be tolerated. Incidents can occur on or off campus, within or outside the school day, during a school activity, or during free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. Interventions and consequences will be based on the nature and severity of the incident(s) or situation(s).

Bullying

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and across situations, even when the same people are involved.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Discipline

Each classroom teacher will develop a grade-appropriate best practice for maintaining discipline. These will be explained to students and parents in their individual disclosures given out at the beginning of the year.

The following guidelines will be used in establishing their best practice.

Rules and expectations are designed to meet the following goals:

- Maintain an orderly school operation
- Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with learning and teaching.

- Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
- Help students learn how their decisions affect the quality of their lives and others.
- Help students develop responsibility and character.

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls that promote the individual student's development and self-discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. Discipline teaches that actions have consequences.

The following guidelines serve to assist students in managing behavior:

- Every attempt will be made to maintain the dignity and self-respect of both the student and teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Whenever possible, misbehavior will be handled with natural or logical consequences instead of punishment.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.

The Administration reserves the right to waive and/ or deviate from any and all disciplinary regulations for just cause, at his or her discretion.

When appropriate, discipline will follow the line of authority as follows if behavior is not remediated:

- Teacher meets with the student.
- Teacher meets with the student and parent.
- Principal meets with the student.
- Principal meets with the student and parent.
- Suspension
- Expulsion

TERMINATION OF ENROLLMENT

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- After all other efforts of motivation and counseling have failed, or
- where attendant circumstances of crime, scandal, immorality, or disruption

constitute a threat to the physical or moral welfare of other persons, or

- as set forth in Policy 3340 regarding student withdrawal on grounds of parental/guardian behavior.

The following offenses committed by students may result in immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s).

This list shall not be considered exhaustive;

- Disobedience, insubordination, or disrespect for authority.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Unauthorized absence or continued tardiness.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Outrageous, scandalous, or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
- Consistent disrespect for other students, such as sexual harassment of another student.
- Violation of the internet code of ethics.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL / GUARDIAN BEHAVIOR

While it is never our intention to deprive a child of a Catholic Education or otherwise penalize a student for the behavior of a parent/guardian, certain instances require administrative review. In the following instances, a parent/guardian may be asked to remove their student:

- Refusal to cooperate with school personnel
- Refusal to adhere to diocesan or local policies and regulations
- Interference in matters of school administration or discipline
- Behavior causing a detrimental impact on the school's ability to serve its students.

Instances of parental or guardian behavior deemed detrimental to the school include, but are not limited to, road rage on campus, violent speech or behavior, threatening speech or actions, defamation, and derogatory speech or conduct.

MISCELLANEOUS

Dropping Off and Picking Up Students

Please drop off and pick up students from the **curbside** of your vehicle only.

For carpooling or multi-family arrangements, drop off and pick up all students at the designated location of the youngest child.

The following are not permitted:

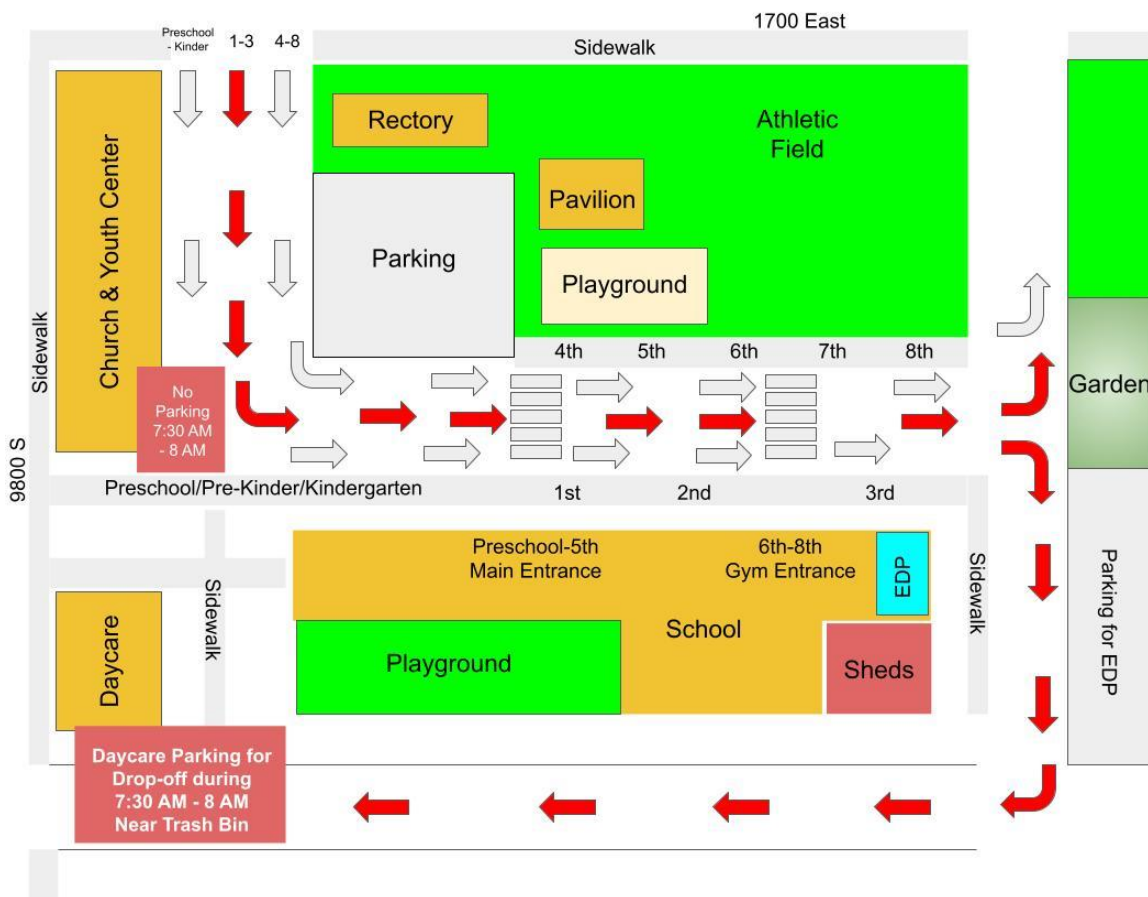
- Parking behind the school during drop-off or pick-up.
- Entering through the fire lane during drop-off or pick-up.
- Parking on the street to pick up students. All students must be picked up using the designated traffic pattern.

Traffic Flow

Preschool and Pre-Kindergarten: Enter the right lane from 17th East.

Kindergarten–3rd Grade: Enter the center lane from 17th East and pull forward beyond the crosswalk. Exit to the right through the fire lane behind the school.

4th–8th Grade: Enter the left lane from 1700 East and pull forward along the field side beyond the crosswalk. Exit west onto 1700 East.



Additional Drop-Off and Pick-Up Guidelines

- Cross only at designated crosswalks.
- If you need to conduct business in the school office, please avoid parking within the drop-off and pick-up traffic pattern. During busy times, students will be assisted first, and adults may wait up to 15–20 minutes. Arriving after 8:10 a.m. can help avoid the morning rush.
- Students will wait on the sidewalk near their grade-level number. Students with younger siblings or those participating in a carpool will wait at the designated pick-up location of the youngest child.
- The drop-off and pick-up process operates most efficiently when pedestrian traffic is minimized. If you need to visit the office, please avoid the busiest pick-up period between 3:00 and 3:10 p.m. Parking is available by the fence near the rectory.
- Please respect all traffic cones and do not cross through or move cone barriers.
- Watch carefully for students using the crosswalks.
- Observe the campus speed limit of 5 mph and be courteous to other drivers.
- Cell phone use is prohibited while driving in the drop-off and pick-up lanes for the safety of all students.
- Parents and students must use the painted crosswalks when crossing the parking lot.
- Do not move or drive around the cones to access the Little Blessings Extended Day Program. Cones are in place from 7:45 a.m. to 2:30 p.m. and again from 3:10 p.m. to 5:00 p.m.
- Please ensure that all alternate drivers (grandparents, relatives, neighbors, babysitters, carpools, etc.) follow these drop-off and pick-up procedures. The school office and/or your child's teacher must be notified of any alternate driver authorized to pick up your student. This policy is in place for your child's safety.

WALKING STUDENTS

Students who walk home or ride their bikes home need to have a written note from a parent or guardian on file in the front office.

Student Council Parking Lot Aides

The Student Council provides volunteer help at Pick-up and Drop-off. Please treat them as you would your own child. They provide a valuable service helping younger students, a position they earned through trust.

Crossing Guard

A crossing guard, provided by Sandy City, will be on duty to help our walking students cross 9800 South at 1700 East. Hours will be 7:40-8:00 a.m., Monday through Friday. The crossing guard is scheduled from 3:00-3:20 p.m. Monday through Thursday and 1:15- 1:35 p.m. on Friday, due to Willow Canyon's early dismissal. Since Blessed Sacrament dismisses earlier on Friday, parents will be responsible for crossing with their own children, since the Sandy City crossing guard will not be available. For safety reasons, all walking students are expected to use these crosswalks. Permission for students to walk home must be in writing, submitted to the office, and kept on file.

Lost and Found

Items are brought to the Lost and Found, which is located in the main office. At the end of each month items will be donated. Please label all of your child's belongings, as many items look exactly the same.

Telephone Use

Students may not use the office telephone except in an emergency. We do not allow students to call home for forgotten homework, backpacks, lunches, etc. PreK to 5th-grade students are not allowed to carry cell phones.

Student Council

A Student Council is organized each year, and student officers are elected to represent the students of Blessed Sacrament Catholic School. This council gives students the experience of accepting responsibilities and serving others. The council is expected to build school spirit, pride, and responsibility. Grades 5, 6, and 7 participate in the elections each spring. Students in 7th and 8th grades are eligible to be school officers. Each grade will have a representative. Representative elections are in the fall. Student Council members must maintain a 3.0 grade point average and may not have a grade below a C in any non-core subject and/or in conduct and effort. Student Council members must also follow the Contract Policy guidelines. (See Student Council Moderator.)

Parties

- No treats, flowers, or balloon bouquets may be sent for an individual birthday, event, or other occasion. Please do not send gifts to the school to be given to the children.
- Classroom parties are arranged schoolwide through the H.S.A. with the approval of the Administration.
- Distributing personal invitations at school is prohibited, even if all the boys and/or all the girls are invited. Invitations should be mailed or delivered privately, not involving the school. No invitations are allowed at school. Students' parents are responsible for non-school-sponsored mixed parties of students.

SPORTS PROGRAM

Blessed Sacrament Catholic School has an after-school sports program for volleyball (5th-8th) and basketball (2nd-8th) under the direction of the Utah Catholic Athletic Association and the Athletic Director.

Coaches

We rely on parents to volunteer as coaches for these sports. They must be present at all practices and all games, or must find an adult substitute.

Practices

All practices are scheduled with the Athletic Coordinator. The gym is available only after 5:00 p.m.

Use and Care of the Gym

- The coach and team are responsible for putting things back in order: picking up trash, turning off lights, sweeping the floor, checking restrooms, and locking up the building before leaving.
- No student may be in the gym without adult supervision.
- Only students on the team may be at practices.
- Students must stay in the gym during practices and not wander the school halls.

TEXTBOOKS

Students are responsible for the condition of the books they are issued. All books must be covered. Damaged or lost books will result in payment for a new book.

Class Supplies

The school provides a list of classroom supplies for the year. This list is sent home in the summer. This can be found online.

Lunch Program

All students in K-8th grade must bring a lunch from home unless the family pre-orders and pre-pays for a hot lunch. Preschool and PreK students using Little Blessings EDP also have the option of purchasing hot lunch.

Cash cannot be accepted on the day a student wishes to purchase hot lunch. Lunch must be ordered online the week prior, by Sunday at midnight.

No food may be eaten outside of the designated lunchroom. All students will have 15-20 minutes to eat their lunch. For safety, students are not allowed to share their lunch.

Please do not send any food that needs to be heated up or microwaved. Thermos canisters are ok.

Forgotten Lunches: Students who forget their lunch from home will receive a hot lunch. An invoice for the meal will be sent to the parent/guardian and must be paid

promptly.

Unpaid Balance Limit: If a student accumulates more than three unpaid lunch charges, hot lunch service will be suspended until the balance is resolved.

Parent Notification: When the balance limit is exceeded, the school will contact a parent or guardian to bring the student lunch.

Late Deliveries: If a parent-provided lunch arrives after the student's designated lunch period has ended, the student will be accommodated to eat their lunch in the Main Office.

Late Lunches/Late Work/Late Books/Late Anything, etc.

Late lunches/late work/late "anything" brought to the school after the morning bell must be brought to the front office. Late lunches and late work should be clearly marked with the student's name and grade. Students will pick up their lunch/late work after the teacher is notified. Parents may not disturb the class by bringing anything late into the classroom. Fast Food is not allowed.

Bicycles/Skateboards/Roller-blades/Scooters

For everyone's safety, students may not ride bicycles on school grounds. Skateboards, rollerblades, and scooters are not allowed at school, even for use after school hours.

Recess Supervision

The playground is supervised during all recesses. The playground is not supervised before/after school. Only those students in Little Blessings EDP will be supervised on the playground after school.

Gum: No gum is allowed on campus.

Taking Students to Class: Parents of Preschool through 8th grade may take their children to the classroom for the first day of school only. After that, students should go to class by themselves.

HEALTH, SAFETY AND EMERGENCY

Emergency Forms:

Each family must have a current, fully completed Emergency Form on file with information for each student. Families must complete this information during registration/re-enrollment, and it is viewable online in FACTS SIS™ ParentsWeb.

When a student becomes ill or is injured in an accident, the Principal or the principal's designee will contact the parent or guardian. In emergency situations, if the parent cannot be reached, the Administration will follow the instructions on the emergency form. The form suffices for parent authorization when parents cannot be reached.

Emergency information must be kept up to date at all times. Please provide changes to telephone numbers, addresses, and/or places of employment to the office as soon as possible.

Illness and Accident Reports:

Student safety is a matter of utmost concern. We make every effort to prevent accidents and ensure the safety of all students.

Parents of students with allergies are obligated to have that information on file, listing allergies and any special health problems. If a child has any communicable disease, parents must notify the office.

If a student is involved in an accident requiring emergency treatment at a hospital or doctor's office, it will be reported promptly and recorded in FACTS SIS™.

In case of accident or injury, Blessed Sacrament Catholic School is only permitted to apply basic first aid procedures. If further medical care is necessary, parents will be notified immediately.

IMMUNIZATIONS

According to Utah State Law, all students enrolled in school must be properly immunized. The State Board of Health maintains the policy that students who are not properly immunized are to be excluded from school. Please see the requirements here: [Early childhood and school requirements | Immunize | Utah Department of Health and Human Services](#)

Before entering Blessed Sacrament Catholic School, all new Kindergarten-8th grade students must have a Complete Physical Examination done by their medical provider. Utah physical form must be turned in to the office.

Medicine

Utah State Law forbids the dispensing of any drug, including, but not limited to, aspirin, Tylenol, Midol, cough syrup, and/or cough drops. If your physician determines that medication is necessary for your child during the school day, the school must have specific instructions for administering it. Forms may be picked up in the office, must be signed by both the parent and the physician, and will also be available online.

Medication sent to the school must be in the bottle received from the pharmacy, and over-the-counter drugs must be in their original bottle.

Under Utah State Law, Students may carry asthma inhalers and keep them in their desks or backpacks. Signed authorization forms must be current and on file in the school office.

All medication except inhalers will be left in the office. No other medication is allowed at any time in the student's possession, backpack, or desk.

The child will come to the office to get their medication at the time it is to be dispensed.

Emergency Drills

These drills are practiced periodically throughout the school year.

School Closures

In case of a prolonged power outage, sewage problem, snowstorm, or other emergency, students will remain at school unless parents come to pick them up.

If the Canyons School District cancels school, Blessed Sacrament Catholic School will usually cancel school. Television and radio stations will broadcast messages about school closures. Administration will notify families through email.

If parents decide not to send children to school due to inclement weather, on a day that the school is open, the child will be marked with an unexcused absence.

Release of Students

Under no circumstances may a child be released to anyone other than a parent or guardian or those listed on the child's emergency file.

Please come to the office for your child. No student will be permitted to leave the building without their parent, guardian, or authorized emergency pickup and consent from the parent/guardian of the student, verbal or written.

All children who become ill during the day must report to the office. If the condition warrants, the child is sent home; parents or guardians, or those listed on the emergency card, will be notified.

Little Blessings Extended Day Program

Little Blessings Extended Day Program (EDP) hours are 7:00 a.m. – 6:00 p.m. each day school is in session unless otherwise noted on the calendar. It is available for Preschool-8th grade students. The Director of Little Blessings EDP approves exceptions.

- School rules apply to EDP, as do discipline, finances, medical, and emergency policies, etc.
- You must register your child for EDP through the main office. Services are billed after completion to your FACTS SIS Family Portal account. Your account setup determines the date and method of billing used for charges.
- Students must attend class to be admitted to Little Blessings EDP. If a student is absent from class, they will not be admitted to EDP that day.
- See the Director of Little Blessings Extended Day Program for costs and further information.

FINANCES

School Tuition and Fees

The Bishop, in consultation with the Pastors and Principals, determines tuition for all Catholic Schools. Those rates are binding on all Catholic Schools. Each school may

charge per-student and per-family fees to defray the cost of items such as books, testing, student insurance, etc.

For new families, all registration fees and first month's tuition per student must be paid in full upon registration. For re-enrolling or current families, a deposit of the next year's registration fee is required.

BSCS receives no funding to cover any tuition forgiveness.

Tuition Payment Policy

Blessed Sacrament Catholic School follows Diocesan policy and utilizes an automatic debit program for tuition payment. This is mandatory for each family – no exceptions. Tuition will be billed through the FACTS SIS Family Portal beginning in August and ending in June.

If you do not wish to make monthly payments, you have the option to prepay your entire tuition bill before the beginning of the school year.

Priority Registration opens in the 3rd quarter and is due back by the specified date. At that time, a non-refundable, non-transferable registration deposit per child will be due.

All school fees are paid by direct debit and are due in full in July. If you have an 8th grade student, all tuition is due by the graduation date. Diplomas will not be issued to 8th grade students if any tuition or fees are owed. Returning students will not be enrolled until payment is made.

Once a family signs a Tuition and Fees Agreement with Blessed Sacrament Catholic School, LLC Series #201, they are acknowledging a financial commitment and a legally binding agreement. We will offer tuition insurance to protect your peace of mind and your financial commitment to Blessed Sacrament Catholic School.

Our families' financial support is critical to our programs; without adequate funding, we cannot offer or sustain quality programs. The Tuition Assurance Policy is designed to help sustain our programs and to help families financially if the need arises.

By electing to purchase a plan, a family can reduce their financial risk/obligation to our school.

To request the Tuition Assurance Policy for your student(s), simply complete the appropriate Tuition and Fees Agreement. The Tuition Assurance Policy must be purchased and paid for in its entirety at the time of registration and may not be added at any time thereafter.

Withdrawal Policy

Once the school receives the signed Tuition and Fees Agreement, no fees are refundable. Students withdrawing before June 1 will not be charged a prorated share of upcoming tuition; however, a \$175 administrative withdrawal fee will apply per student.

Once the Tuition and Fees Agreement is returned, a binding contract still exists. If the Tuition Assurance Plan is purchased, the withdrawing family's/student's financial obligation to the school will be limited to and prorated to the actual number of days attended plus the \$175 per student withdrawal administrative fee.

If the Tuition Assurance Plan is not purchased, each withdrawing student will be charged on a registered or attended semester basis, where the family is charged in full for the registered/attended semester without regard to the number of days attended, plus the \$175 per student withdrawal administrative fee.

You are making a substantial investment in your student's education. A Tuition Assurance Policy protects your peace of mind and your financial commitment against loss due to absence, dismissal, or withdrawal.

Collections

A \$25 fee applies to any check or auto debit returned to Blessed Sacrament Catholic School for nonpayment. All uncollectible debts will be turned over to a collection agency and/or attorney for collection. The debtor is responsible for all collection and/or legal fees that are incurred.

- The Policies in this Handbook are based on the Diocesan School Policy.
- Each family and staff member is expected to follow them.
- The Administration retains the right to amend this Handbook/Calendar for just cause.
- Parents will be notified promptly if changes are made.

RIGHT TO AMEND

The principal reserves the right to amend the handbook at any time during the school year. Parents and students will be notified promptly of such changes. In any case, the principal and/or pastor have the final recourse in all matters pertaining to the school.

PARENT AND STUDENT HANDBOOK SIGNATURE SHEET

Please take a moment to read and discuss this handbook with your child. Afterward, kindly submit the Google Form by Friday, September 11, 2026, to serve as your digital signature and acknowledgment. Link:

[26-27 Handbook Acknowledgement](#)